



# *Federal Labor Relations Authority Vacancy Announcement*

**Announcement No:** FLRA 06-12



**Position Title:** Labor Management Relations Examiner  
**Pay Plan, Series and Grade:** GS-244-11  
**Salary Range:** \$53,164 - \$69,116  
(Salaries include 2006 locality rate for the Atlanta, GA area.)

**Opening Date:** July 6, 2006  
**Closing Date:** July 27, 2006

**Promotion Potential:** GS-13  
**Number of Vacancies:** More than one position may be filled from this announcement  
**Type of Appointment:** Competitive Service  
**Work Schedule:** Full-Time Permanent  
**Duty Station:** Office of the General Counsel (OGC), Atlanta Regional Office

**Who May Apply:** All Qualified Individuals

**Conditions of Employment:**

- Must be a US Citizen
- Background Investigation
- Selectee may be required to serve a probationary/trial period.
- Occasional travel within the region is required.
- Travel, transportation, and relocation expenses will **not** be paid by the agency. Any travel, transportation, and relocation associated with reporting for duty in this position will be the responsibility of the selected candidate.

**Major Duties:**

This position is located in a Regional Office of the Office of the General Counsel (OGC) of the Federal Labor Relations Authority (FLRA). The incumbent of this position is at an intermediate level of the Labor Management Relations Examiner career ladder.

The incumbent of this position is responsible for performing all functions related to: the investigation and resolution of unfair labor practice cases; the investigation and resolution of representation cases; and the facilitation, intervention, training and education activities provided to the parties. The incumbent is responsible for handling moderately difficult representation, unfair labor practice, and compliance cases from filing through final disposition.

The Incumbent works under the supervision of the Regional Attorney or Deputy Regional Director, who supervises and reviews work in terms of the ability to effectively balance the quality, quantity, and timeliness of the work assigned. Assignments are normally reviewed with the incumbent, and the incumbent regularly consults with supervisor on the status of work assigned. The incumbent also receives guidance from the Senior Litigation Specialist, the Senior Representation Specialist, and the Senior Dispute Resolution Specialist in their respective areas of expertise. The incumbent is expected to accomplish most assignments with minimal supervision.

**Qualifications Required:**

Applicants must possess qualifications listed below under Education **or** Experience **or** a combination of both. A complete explanation of qualification requirements can be found on the web at <http://www.opm.gov/qualifications/SEC-IV/B/GS0200/0244.HTM>.

### **Education**

Applicants must possess a Ph.D. or equivalent doctoral degree; **or** 3 full years of progressively higher level graduate education leading to such a degree; **or** LL.M.

*Undergraduate and Graduate Education:* Major study--labor relations, industrial relations, personnel administration, business administration, economics, labor economics, labor law, political science, accounting, or law; or other education that included or was supplemented by at least 24 semester hours in these subjects.

### **Experience**

For the GS-11 level: Applicants must possess one year of specialized experience equivalent to the GS-9 level.

Specialized experience must have been gained in the following types of work:

1. Labor economics, labor relations, or collective bargaining in commerce, industry, and/or government.

Examples include:

- Government representative in contractor industrial relations work, involving the administration of applicable labor laws *and* serving as liaison between the contracting agency, management, and labor on labor relations matters.
- Management representative responsible for the execution of labor relations programs sponsored by management, or of agreements between management and labor organizations involving labor relations programs.
- Labor union representative in connection with matters concerning relationships between management and labor, e.g., representing labor in the negotiation and preparation of collective bargaining agreements, or in the interpretation and application of collective bargaining agreements.
- Advisor or consultant on labor-management relations and collective bargaining.
- Mediator or arbitrator in the field of labor-management relations.
- College-level teacher in the field of labor-management relations or labor economics.
- Investigator conducting investigations or research related to labor matters, labor economics, or labor-management relations matters for labor unions, newspapers, journals, foundations, commercial or industrial enterprises, or Federal, State, or municipal agencies.

2. Labor law.

Examples include:

- College-level teacher in the field of labor law.
- Practicing labor lawyer.

### **Knowledge, Skills, and Abilities (KSA's):**

You must address each of the KSAs listed below in writing, as an attachment to your application. When describing your knowledge, skills, and abilities, please give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Knowledge of Federal sector case law and procedures in unfair labor practice and representation case handling.
2. Ability to analyze facts, perform necessary legal research, draw conclusions, and devise practical solutions to complex problems.
3. Skill in written communication and oral presentation of facts, issues, and conclusions. (You must submit one writing sample, preferably reflecting labor/employment-related laws and regulations or administrative law and regulations).
4. Ability to organize workload effectively.
5. Ability to establish and maintain effective working relationships.

*Failure to respond to the above listed KSAs in writing, as an attachment to your application, will result in your application being considered incomplete and excluded from further consideration.*

## **Application Rating Process:**

Those applicants who meet qualification requirements will be further evaluated by determining the extent to which their work or related experience, education, training, awards outside activities and/or supervisory appraisal, etc., indicate they possess the knowledge, skills and abilities (KSA's) of the position. You will not receive credit for merely paraphrasing the KSA's on your application. The information you provide will be used to determine the "best qualified" candidates. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration.

Qualified applicants will be placed into 3 categories as described below: (1) Qualified - Meets the minimum qualifications as described in the 'Qualifications Required' section of this announcement; (2) Well Qualified - Meets the minimum qualifications and complete application package demonstrates experience based on the 'Knowledge, Skills and Abilities'; or (3) Best Qualified - Meets the minimum qualifications and complete application package demonstrates distinguishable superiority based on the 'Knowledge, Skills and Abilities'.

## **How To Apply For This Position:**

Please refer to the attached Checklist to ensure your application package is complete. Failure to submit all required documents and information requested by the closing date of this announcement will result in your application not being considered.

Interested applicants must submit their resume with the information described on the attached "Application/Resume Checklist," so that the information is received at the following address by 5:00 p.m. Eastern Standard Time on the closing date of the announcement:

**Mail:** Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4<sup>th</sup> Floor, Washington, DC 20005.

**Email:** [resumes@flra.gov](mailto:resumes@flra.gov)

**Fax:** (202) 343-1006

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>.

**There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered.**

Materials submitted, as a part of your application will not be returned. Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

If additional information is required, please contact Ms. Nicho Clark-Pruett, Human Resources Specialist at (202) 218-7961.

## **Special Remarks:**

- This is a Bargaining Unit position
- Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee(s) selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.
- Please submit completed OPM Form 1386B, Applicant Race and National Origin Questionnaire with your resume. (This is optional and not a requirement.)
- Receipt of application will not be acknowledged, however, candidates will be notified of the outcome of their consideration upon completion of the selection process.
- Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment of contracts for person services, are generally obligated to repay the full amount of the buyout to the agency that paid it.
- If you are applying for a position and you are a person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency at 202-218-7979. The decision whether to grant reasonable accommodation will be made on a case-by-case basis. Proof of eligibility for special consideration is required.

- Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.
- Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not previously done so, using an application form such as the OF-612.
- If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.
- Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

#### **Agency Mission:**

The Federal Labor Relations Authority (FLRA) is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978 (also known as the *Federal Service Labor-Management Relations Statute*) (the Statute), Public Law 95-454, 5 U.S.C. § 7101 *et seq.* The Statute allows certain non-postal federal employees to organize, bargain collectively, and to participate through labor organizations of their choice in decisions affecting their working lives. The Statute defines and lists the rights of employees, labor organizations, and agencies so as to reflect the public interest demand for the highest standards of employee performance and the efficient accomplishment of the operations of the Government. Specifically, the Statute requires that its provisions “should be interpreted in a manner consistent with the requirement of an effective and efficient Government.”

The FLRA does not initiate cases. All proceedings before the FLRA originate from filings arising through the affirmative actions of Federal employees, Federal agencies, or Federal labor organizations. The FLRA organizational structure includes: the Authority, the Office of the General Counsel, and the Federal Service Impasses Panel. For additional FLRA information, please visit our website at: [www.flra.gov](http://www.flra.gov).

#### **Employee Programs and Benefits:**

Depending upon the position, the FLRA offers a variety of benefits, including flexible work schedules; opportunities to attend skills enhancing and skills-maintenance training; and monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. All employees are paid by electronic funds deposit.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee. The FLRA recognizes the Union of Authority Employees as the exclusive representative of all full-time and regular part-time FLRA employees excluding management officials, supervisors, confidential employees, administrative law judges, and employees engaged in personnel work in other than a purely clerical capacity.

## APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.  
Failure to submit this information may result in non-consideration for the position.*

### **Job Information**

- C Vacancy number, position title and grades(s)

### **Personal Information**

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Title and series of highest Federal civilian job held, if any

### **Education**

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts - only if applying for entry level Attorney, Law Clerk, or Outstanding Scholar positions.

### **Work Experience**

- C Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- C Duties
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and year)
- C Number of hours worked per week and beginning and ending salary for each experience
- C Indicate if we may contact current supervisor

### **Other Qualifications**

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking).

### **Knowledge, Skills, and Abilities Responses**

You **MUST** address the listed factors on a separate sheet of paper and attach it to your application.

### **Writing Sample**

You **MUST** submit one writing sample reflecting your own legal analysis – not work edited or rewritten by another.

### **Veterans' Preference DD-214**

The following documented proof is required

- 5-point veteran's preference: DD-214, Certificate of Release or Discharge from Active Duty.
- 10-point veteran preference: SF-15 ([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)), Application for 10-point Veteran Preference, plus the proof required by that form.

### **Background Questionnaire (Optional)**

You are requested to complete the attached OPM Form 1386B, Applicant Race and National Origin Questionnaire.

[http://www.opm.gov/forms/pdf\\_fill/OPM1386B.pdf](http://www.opm.gov/forms/pdf_fill/OPM1386B.pdf).

U.S. Office of Personnel Management  
**APPLICANT RACE AND NATIONAL ORIGIN QUESTIONNAIRE**  
 \* For use when applying to agencies based on scholastic achievement  
 \* Please complete items 1 through 7

Form approved:  
 O.M.B. 3206-0095

1) Name (Last, First, Middle Initial)	2) Date (Month, Day, Year)	3) Social Security Number (SSN)
4) Title of Position to Which Applying	5) Grade of Position	6) Location of Position

**IMPORTANT INFORMATION**

The United States District Court for the District of Columbia, in a Decree approved in a lawsuit entitled Luevano v. Newman, Civil Action No. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is one of those occupations.

You are requested to complete this form. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

This form is authorized for use by the Office of Personnel Management ONLY for the purposes of complying with the requirements of the Luevano v. Newman Decree.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Public burden reporting for this collection of information is estimated to take approximately 8 minutes per response, including time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0095), Washington, D.C. 20503.

**RACE AND/OR NATIONAL ORIGIN**

- 7) The categories below provide descriptions of race and national origins. Read the Definition of Category descriptions and check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only one box!**

Name of Category	Definition of Category
<input type="checkbox"/> A. American Indian or Alaska Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
<input type="checkbox"/> B. Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
<input type="checkbox"/> C. Black, not of Hispanic Origin	A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> D. Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.
<input type="checkbox"/> E. White, not of Hispanic Origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> F. Other	A person included in another category.

**FOR AGENCY USE ONLY**

Series	OPM Zone (see reverse)	Category	Comments
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OPM Form 1386B (1-90)